



STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING



JENNIFER M. GRANHOLM
GOVERNOR

JEREMY M. HUGHES, Ph.D.
INTERIM SUPERINTENDENT
OF PUBLIC INSTRUCTION

TO: LEA and ISD Superintendents, Public School Academy Directors and Authorizers

FROM: Jeremy M. Hughes, Ph.D. *JMH*
Interim Superintendent

DATE: April 6, 2005

**SUBJ: PREPARING FOR FALL 2005 MEAP AND MI-ACCESS – STUDENT
PRE-IDENTIFICATION PROCESS**

As you know, the Michigan Educational Assessment Program (MEAP) and MI-Access assessments for elementary and middle schools that were previously administered in winter are moving to the fall in 2005-06. In addition, beginning next fall, the assessment of mathematics and English language arts will be expanded to grades 3 through 8, as required by the federal No Child Left Behind (NCLB) legislation. The MEAP assessment window will be October 3 through October 21, 2005; MI-Access, October 3 through November 11, 2005.

In planning for these assessments, the Office of Educational Assessment and Accountability (OEAA) has been preparing to assist your staff in pre-identifying the students to be assessed. Based on feedback from school and district staff members, we have expanded the Pre-ID system to make it easier to update student information, and to help ensure that assessment materials will arrive at the districts and schools where students are enrolled next fall. These enhancements are available now. A video conference demonstrating these enhancements and providing detailed explanation of this process will be held at Wayne RESA on April 13th at 3:00 p.m.

Enclosed with this mailing, you will receive a Response Form for Fall 2005 OEAA Pre-ID Options describing the Pre-ID system enhancements and providing you with information directly related to your district's student enrollment and buildings. Your district is asked to select the pre-identification option that will work *best* for your district and schools. Please share the Pre-ID information with staff that are knowledgeable of the process and can assist in reviewing the following district options in order to complete the form by **April 25, 2005**.

- **Option A** - Districts assign their students to new grades or buildings for fall 2005 and have until July 29th to load a district data file of Pre-ID data into the OEAA secure system, using the OEAA file layout specifications. *Loading your own Pre-ID file is a good option for districts that are large, complex or have the technical capabilities to complete this process.*
- **Option B** – Beginning now through July 29th, districts may access spring 2005 Single Record Student Database (SRSD) data using enhanced features available on the OEAA secure system to move students to their expected schools and grade levels for fall 2005. *Using SRSD and the secure system tools is a good option for districts that are smaller or less complex.*

STATE BOARD OF EDUCATION

KATHLEEN N. STRAUS – PRESIDENT • JOHN C. AUSTIN – VICE PRESIDENT
CAROLYN L. CURTIN – SECRETARY • MARIANNE YARED MCGUIRE – TREASURER
NANCY DANHOF – NASBE DELEGATE • ELIZABETH W. BAUER
REGINALD M. TURNER • EILEEN LAPPIN WEISER

608 WEST ALLEGAN STREET • P.O. BOX 30008 • LANSING, MICHIGAN 48909
www.michigan.gov/mde • (517) 373-3324

- **Option C** – On May 13th, the State will load student Pre-ID information from spring 2005 SRSD using the information specified in the enclosed Projected Destination School Report. The Projected Destination School Report was based on a comparison of your district's end-of-year 2004 and fall 2004 SRSD submissions. Once the students have been loaded, you should continue to use the enhanced application tools to move students, as needed, until July 29th. *You may want to choose another option if your district has opened or closed schools, or if school assignment patterns are being changed.*

When fall assessment materials arrive, answer documents will be individually pre-printed with student name, Unique Identification Code (UIC) and a barcode for all students who were pre-identified using the option that was selected by your district.

For students who are new to your district after July 29th, there are two other supplementary services that are designed to help you with the pre-identification process. First, the assessment administration contractor will ship labels to schools for any additional student who is added into the OEAA secure system after July 29th and prior to September 19th. These labels may be placed in the Pre-ID area on blank answer documents or placed over the top of pre-printed answer documents for students who no longer attend the school. After September 19th, schools are encouraged to use the OEAA secure system to print labels for new students.

The Pre-ID process for students with disabilities (MI-Access), will require using a combination of the OEAA secure system and the MI-Access Online System. The OEAA secure system will be available until May 27th to enter a student name, UIC, and to select the MI-Access test cycle for fall. From June 1st to June 10th, the MI-Access Online System will be available to indicate which specific MI-Access assessment will be taken by each student (Participation, Supported Independence, or Functional Independence). Starting June 13th, the OEAA secure system will again be available to select the MI-Access test cycle for additional students. On August 1st, any students who have been added to the MI-Access test cycle for fall will be made available in the MI-Access Online System. For a very brief window (dates to be determined), the specific MI-Access assessment must be indicated for these additional students, prior to the individual pre-printing of each answer document.

The OEAA staff members will be available to respond to questions related to the options for Pre-ID and provide assistance with your selection. The toll-free number to call is 1-877-560-8378. Phone lines are staffed Monday through Friday, 8:00 a.m. to 5:00 p.m. Assistance via email may be obtained from OEAA@michigan.gov. For MI-Access specific questions call 1-888-382-4246 or e-mail mi-access@tasa.com.

Please feel free to call or email staff regarding any aspect of the student pre-identification process and options available to your district. The OEAA secure system, currently known as the MEAP secure system, is located at www.michigan.gov/meap-secure. The video conference is scheduled at Wayne RESA on April 13th at 3:00 p.m.

We appreciate your continued support of our State's assessment programs. It is hoped that our communication and preparation for Pre-ID this spring will provide the help needed to ensure accurate pre-identification of your district's students for fall assessment.

Enclosures